



1000 Bennetts Creek Park Road
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Dear Parents/Guardians,

As we embark on the 2023-2024 school year, the following letter is to inform you of the parent “Permanent Pick-up” procedures. Please be aware that ALL students who will be picked up daily are REQUIRED to have a car/student tag to help dismissal run safely and efficiently. Again, we will utilize the entire school parking lot to limit congestion on the main roadways. For clarification, our school crossing guard’s role is solely to ensure walkers cross the main road safely. Traffic control is not part of her responsibility. Creekside staff will be working in the parking lot. Please be courteous to other drivers and staff.

Parents/guardians must apply for a “Permanent Pickup” tag each year. Families will receive two parent car tags and a student tag for each child. Student tags must be secured to the bookbag and car tags must be displayed in the car.

Guidelines:

- Only a parent or guardian may submit an application and ID must be provided to school staff for verification.
- Student and car tags will be issued. Student tag should be secured to the bookbag. Car tag should be visible in car at pick up.
- At pick up, parents must be prepared to show ID daily.
- Parents should remain in their vehicles and students should exit on the passenger side.
- Please eliminate gaps in the line whenever possible.
- Please do not drive around other vehicles in the line.
- **Students will NOT be allowed to switch back and forth between the bus and permanent pick up.**

Thank you in advance for your support. As always, if you have any questions or concerns feel free to contact us at 757-923-4251 or via email, listed above.

Sincerely,

Jill S.Paraska
Principal

Office Use Only: Tag Number _____ Issue Date: _____



2023-2024 - Creekside Elementary “Permanent Pick-up” Application

Students will be dismissed directly from the building to the vehicles using a number system. When you arrive, please stay in your car and when you reach the circle your child will be walked to you. Please be prepared to present your ID each day and have your car tag on display in your vehicle.

STUDENTS:

_____	_____	_____	_____
Last Name	First Name	Grade	Homeroom Teacher
_____	_____	_____	_____
Last Name	First Name	Grade	Homeroom Teacher
_____	_____	_____	_____
Last Name	First Name	Grade	Homeroom Teacher
_____	_____	_____	_____
Last Name	First Name	Grade	Homeroom Teacher

PARENT(S)/LEGAL GUARDIANS:

_____	_____	_____	_____
Last Name	First Name	Phone Number	Phone Number
_____	_____	_____	_____
Last Name	First Name	Phone Number	Phone Number

OTHER APPROVED PICK-UP:

Please list the names of anyone who has your permission to pick up your child/children at the “Everyday Pick-up” time. These individuals must be at least 18 years old and a picture ID is required at all times.

_____	_____	_____
Last Name	First Name	Phone Number
_____	_____	_____
Last Name	First Name	Phone Number
_____	_____	_____
Last Name	First Name	Phone Number
_____	_____	_____
Last Name	First Name	Phone Number

Parent/Guardian Signature _____ Date: _____